

## Job posting preview

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<b>Bulletin Number</b>	52832BR
<b>Type of Recruitment</b>	Transfer Opportunity
<b>Department</b>	Auditor-Controller
<b>Position Title</b>	PROCUREMENT AID
<b>Filing Type</b>	Standard
<b>Filing End Date</b>	04/24/2015
<b>Filing End Time</b>	5:00 pm PST
<b>General Information</b>	The Department of Auditor-Controller is seeking a well-qualified and highly motivated individual to fill the position of <b>Procurement Aid</b> in the <b>Shared Services Division</b> . The position reports to the procurement supervisor and is responsible for providing procurement services to the Shared Services client departments.

**Requirements** **POSITION REQUIREMENTS:** Permanent employees of Los Angeles County who hold the payroll title of Procurement Aid **or hold a comparable item** which performs similar types of work at an equivalent level in salary and complexity are invited to **submit (1)** a cover letter and resume detailing relevant experience, **(2)** copies of the last two performance evaluations, and **(3)** a time history report of the last two years.

**NOTE: RESUMES ARE ACCEPTED ONLINE ONLY.** Please attach the required documents along with your resume. If you are **unable** to attach the required documents online, you may then fax it to (213) 947-4848 or email to [acrecruitment@auditor.lacounty.gov](mailto:acrecruitment@auditor.lacounty.gov). Please include your name and bulletin number on all faxed documents.

***All materials submitted will be evaluated.***

***Only the most qualified individuals will be invited to participate in an interview.***

**Desirable  
Qualifications**

- Knowledge of eCAPS Module to generate purchase orders.
- Knowledge with County purchasing policy and procedures.
- Knowledge in use of Microsoft Excel and Word applications
- Strong interpersonal skills.
- Strong organizational, planning, and analytical skills
- Ability to independently perform job duties with minimal guidance.
- Excellent customer service skills.

**Duties**

- Research for available commodities and services.
- Process purchase requests for commodities and services through contract and non-contract vendors.
- Process specialized purchase requests through the County Internal Services Department.
- Correspond with client department contact, Internal Services Department Purchasing Analyst, and vendor representative on purchasing matters.
- Interact with Receiver Unit staff.
- Interact with Accounts Payable staff on purchase order billing discrepancies.
- Coordinate return/exchange of defective merchandise received from vendor.
- Provide courier service for the Division.

**Vacancy  
Information**

The vacancy is located in the Shared Services Division at 3470 Wilshire Blvd., #1100, Los Angeles, CA 90010.

**Available  
Shift**

Day

**Contact  
Name**

Aaron Sim

**Contact Phone** (213) 974-8418  
**Contact Email** acrecruitment@auditor.lacounty.gov  
**California Relay Services Phone** 800-735-2922  
**Job Field** Purchasing and Contracts  
**Job Type** Administrative Support

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